

OXNARD COLLEGE MISSION STATEMENT

Oxnard College is a learning-centered institution that embraces academic excellence by providing multiple pathways to student success.



PLANNING & BUDGETING COUNCIL

Authority

The Planning and Budgeting Council (PBC) was created to serve as the main entity for shared decision making, planning, and budgeting at the College by the authority of the Oxnard College Shared Decision Making and Collegial Consultation document approved in 2006 by the Academic and Classified Senates, Associate Student Government, and Management. The Planning and Budgeting Council reports directly to the President.

Purpose

The Planning and Budgeting Council makes recommendations to the President on all matters related to planning, budgeting, and shared decision making at the college. In making those recommendations, PBC receives recommendations and other information from all other constituency groups and participatory governance committees. Also, part of the committee's purview is the review of the effectiveness of the participatory governance process on campus.

Membership

Members come from both constituency groups' representative bodies (i.e. the Academic Senate, Classified Senate, Associated Student Government) and from management. Members are to serve staggered two-year terms and can be re-elected. In addition, all members are to have a designated alternate attend in the event of their absence.

Members have the following responsibilities:

- provide written reports to PBC of their constituency's activities
- report information from PBC back to their constituency
- present the views of the constituency they were chosen to represent, not solely their own views
- attend PBC meetings on a monthly basis (or more, when PBC deems it so necessary)

Goals

- To oversee the coordination of planning and budgeting activities at the College that ensures an integrated planning process.
- To ensure the full implementation and effectiveness of the Colleges overall planning and budgeting process.
- To optimize the funding, allocation, and utilization of all Oxnard College resources in a manner that promotes the fulfillment of its educational mission.
- To gather and disseminate accurate and current information regarding the Oxnard College budget. To promote informed and constructive dialogue for the effective development of education at Oxnard College. To ensure that participatory governance processes are effective means of decision making at Oxnard College.

Oxnard College PLANNING AND BUDGETING COUNCIL

ORDER OF THE AGENDA
Wednesday, January 18, 2017
2:00 P.M. – Student Services Conference Room

- I. (I) Call to Order
- II. (I) Public Comment
- III. (A) Adoption of the Agenda
- IV. (A) Approval of Minutes from November 16, 2016
- V. (I) Governor's Proposed Budget
- VI. (I) Strategic Plan Update
- VII. (I) Informational Item: Accreditation
- VIII. (A) Adjournment
- IX. (I) Future PBC Meeting
 - February 15, 2017
 - March 8, 2017 – Meet in PCR
 - April 19, 2017
 - May 10, 2017 – Meet in PCR



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Mike Bush (*co-chair*), Linda Kamaila (*co-chair*), Cynthia Herrera, Richard Williams, Art Sandford, Jonas Crawford, Armine Derdarian, Sandra Mayorge, Linda Fa'asua, Catalina Yang, Alan Hayashi, Leo Orange, Tom O'Neil, Elissa Caruth, Amy Edwards, Carolyn Inouye, Oscar Cobian, Lisa Hopper, Luis Gonzalez

Absent: Chris Renbarger, Veronica Isais, Cesar Flores, Christina Tafoya, Graciela Casillas-Tortorelli

Guest(s): Dr. Azari

Meeting Date: **01/18/17**

Minutes Approved: **11/16/16**

Recorded By: Darlene Inda

AN = Action Needed

AT = Action Taken

D = Discussion

I = Information Only

DISCUSSION/DECISIONS

- | | | |
|---------------------------------|------|---|
| I. Called to Order | I,AT | The meeting was called to order at 2:02p.m. |
| II. Public Comment | I | No comment. |
| III. Adoption of the Agenda | I,AT | The committee reviewed the agenda as presented. T. O'Neill moved to approve, A. Hayashi seconded and <i>the agenda was approved unanimously.</i> |
| IV. Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes from October 19, 2016. A. Derdarian moved to approve the minutes as presented, C. Yang seconded, and <i>the minutes were approved unanimously.</i> |
| V. FON: Report Back | I | At the last meeting the committee agreed to move forward with last year's ranking of faculty. M. Bush passed around the rubric summary, ranking, and email from Dr. Limbaugh regarding the six faculty positions he was moving forward on and reasoning for doing so. |

The main issue with the increase in FON is due to failed search in communications. We still have the number and hopefully we will have a spring hire. It will go to consent in January for January start. The position had already been created by the board, so we can hire for it and they ratify the hire date. There are more than six on the list, in addition to this list we hired three counseling positions and went up nine for the FON. He passed

*Handouts

PBC Minutes (03/16/2016)

around another document to make sure we are meeting our FON and we were not the only college that exceeded the FON, the other colleges did as well.

He added that one of the things against the college is we are at 66% and other two colleges are lower. We have a .56% growth target and are 5% over on the FON and get to grow by .5% so we are good for five years.

M. Bush asked the committee if we are crossing off those hired and send the rest forward, since we did not get a recommendation last year from PEPC? A. Edwards responded that PEPC met and discussed it and they have a list. She will send it forward to the committee that reflects this list and moved some items around. C. Inouye added that they reaffirmed this list and also added some other faculty requests. M. Bush requested the list from PEPC so he can send it forward to PBC. He also requested Student Services to send any of their requests forward as well. The plan for the next meeting is to put the list sent from PEPC through the rubric and send our list forward.

VI. Strategic Planning Process Consultation

I

Dr. Azari provided a PowerPoint presentation to the committee for the strategic planning process and asked for everyone's input. She discussed the components of a strategic plan, the process to develop, implement, and review the strategic planning process, most importantly, how to integrate it into existing Oxnard College plans. She asked the committee if anyone is interested in the being on the steering committee and if so to send her an email with why you'd like to be on the committee or if you want to recommend someone as well. She wants this to be an integrated process. We will begin in December looking at institutional effectiveness. Cynthia Herrera briefly talked about what they have done so far regarding the environmental scan and data collected. A. Sandford expressed concern about the timeline and M. Bush said we may do the plan this year and vet it in the fall. The plan isn't to have it done by graduation. L. Kamaila said if we have it ready by May, we can have activities for flex week centered around this process.

L. Kamaila mentioned that we should also add some of the accreditation standards to the agenda. The committee talked about the filing system for documents and M. Bush said that he doesn't feel that SharePoint is works properly. A. Hayashi recommended once the guidelines are put together for filing, they should go to the department chairs so all their minutes follow the

guidelines. AFT just went through annual audit and one thing they said was the minutes that get approved need to include the revised agenda as well as all handouts that were distributed.

VII. State Budget Update

- I M. Bush stated the most troubling issue is tax receipts. When you look for the last part of the fiscal year from the May revise to the end of the year and from July 1 to present, tax receipts have been up. Right now they are almost a billion behind target which means they have a budget they're not realizing. We are anticipating a very conservative budget. For the first time at the state level there is talk about reducing SSSP, Equity and no new programs. They are looking at small COLA, cutting growth for the system from 2% to 1%. He added that he does not know if that means we will be cut from .5 to .25.

VIII. Informational Item:
Accreditation Update

- I L. Kamaila talked about a recent conference she attended and IPEDS data. The standards feed into our existence via the federal standards. Dr. Azari said IPED data is first time full-time students so if we are being evaluated on that data we have a problem. L. Kamaila said she did research with Lisa Hopper and it's not as big a percentage as we thought – under 5%.

IX. Adjournment

- I Dr. Azari said she and O. Cobian presented a proposal for the Promise Program to the Foundation. The Finance Committee endorsed it and we go to the full Foundation board and present it.
J. Crawford said Condor soccer teams start title defense Saturday at 2pm at the stadium.
The meeting adjourned at 3:12p.m.

X. Future PBC Meeting

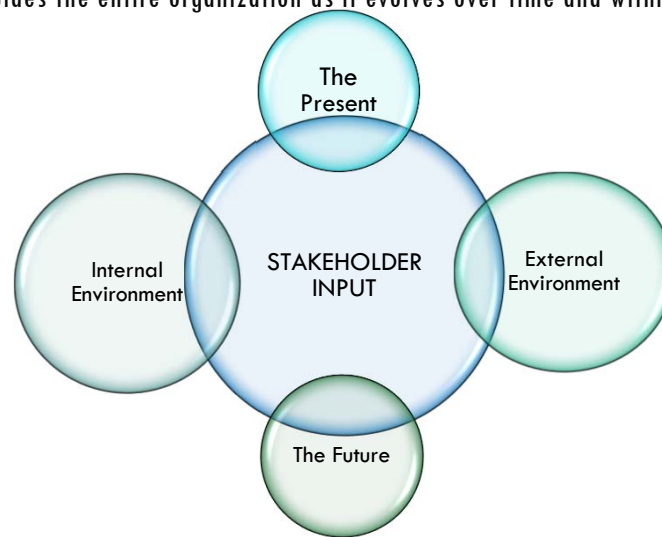
- I
 - December 14, 2016

STRATEGIC PLANNING PROCESS

Oxnard College
November 2016

WHAT IS INTEGRATED STRATEGIC PLANNING?

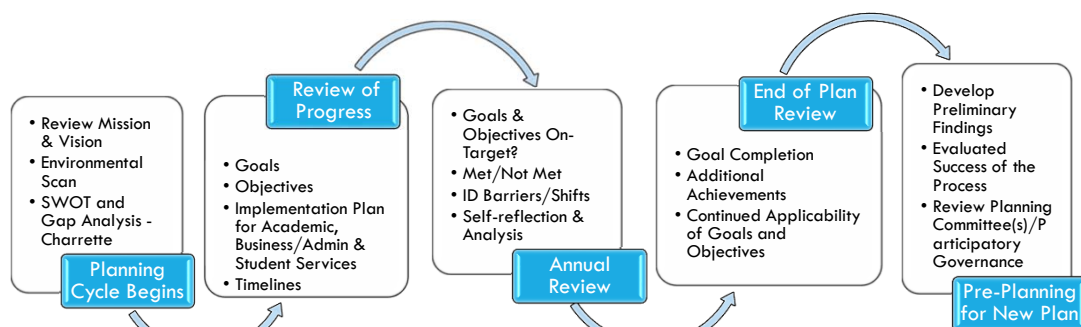
- Links of vision, priorities, people, and the physical institution in a flexible system of evaluation, decision making and action.
- Shapes and guides the entire organization as it evolves over time and within the community.



COMPONENTS OF A STRATEGIC PLAN



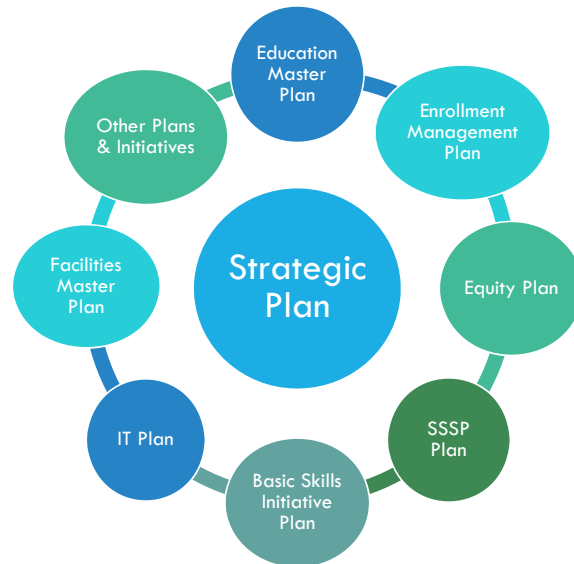
PROCESS TO DEVELOP, IMPLEMENT AND REVIEW THE STRATEGIC PLANNING PROCESS



INTEGRATING OXNARD COLLEGE PLANS

What the Strategic Plan Provides Other Plans

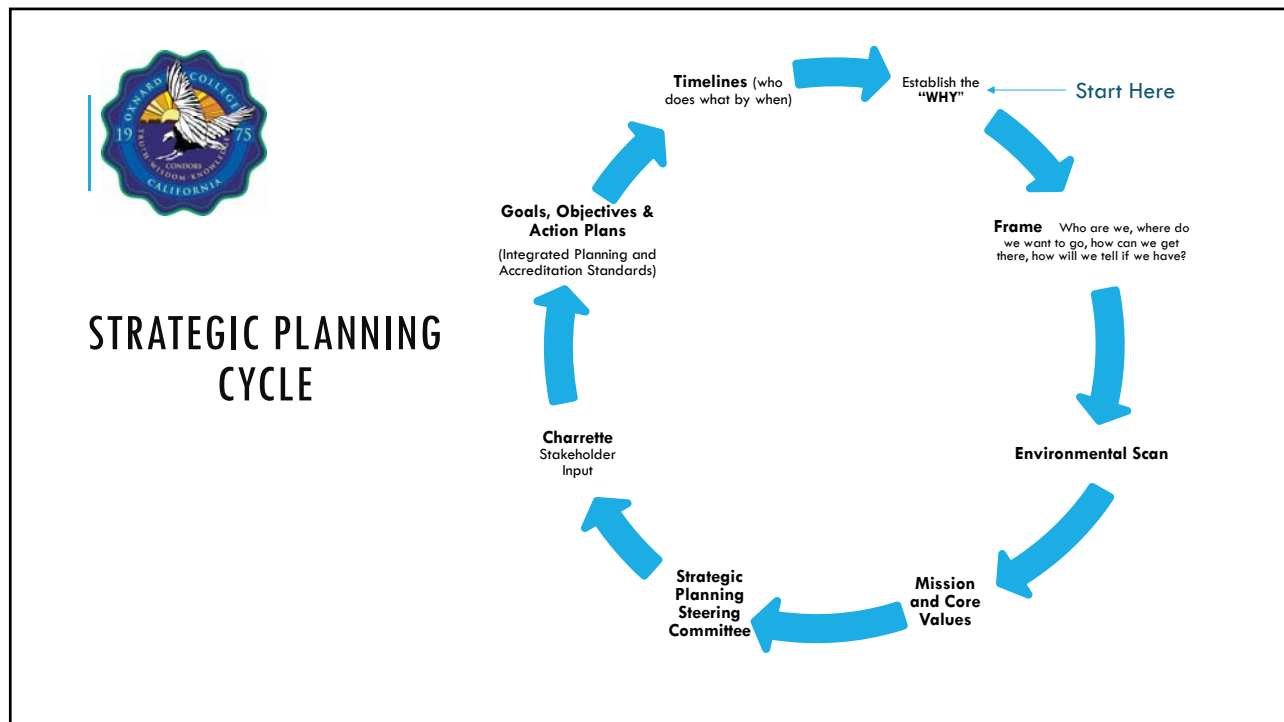
1. Enrollment goals and enrollment management initiatives;
2. Student population goals reflecting shifts in demographics, student college readiness, learning styles (K-12 Common Core);
3. New academic programs, educational initiatives, changes in pedagogy & andragogy and the Need for Supporting Facilities and Technology;
4. The impact of changes in enrollment, programs or student type on Support Services & Equity Initiatives;
5. Changes in staffing levels and training and development needs for both academic and non-academic staff;
6. Goals or initiatives from department or division plans that rise to the strategic or institutional level....



Example

THE STRATEGIC PLAN AS INTEGRATOR AND SOURCE

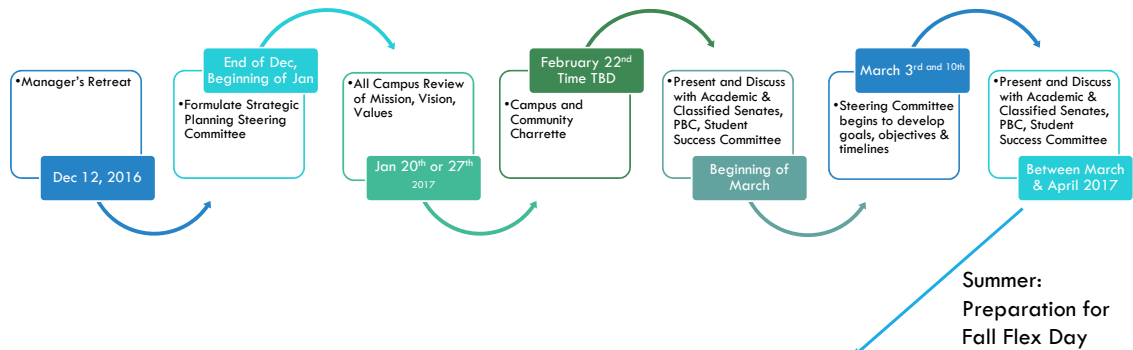
	Enrollment Projections	Student Culture and Demographics	New Academic Programs – Total Cost of Education	Changes in Pedagogy and Andragogy	Initiatives & Partnerships	Student Services Initiatives	Staffing Need	Professional Development	Facilities Initiatives	IT Initiatives	Community Relations
Educational Master Plan	*	*	*	*	*	*	*	*	*	*	*
Enrollment Management Plan	*	*	*	*		*	*				*
Equity Plan		*		*				*			
Basic Skills Initiative	*		*		*	*		*	*	*	
SSSP Plan	*	*		*		*					
IT Plan	*								*	*	
Facilities Master Plan	*		*		*		*		*		*
Other Plans...											



SAMPLE IMPLEMENTATION OF STRATEGIC PLAN

Goal	Steps	Description	Deadline (Date)	Person(s) Assigned	Resources and Needs	Assessment
1.		Implement Service Unit Outcomes & Develop Assessment Plan/Programs				
	1	Conduct Workshops	January 2017	Institutional Effectiveness	No additional Resources Required	All Staff /Faculty will have participated in workshop(s)
	2	Inventory Existing Assessment Activities and Data Collection Processes	February 2017	Area Supervisors, Department Chair	No additional Resources Required	A comprehensive inventory on file with VP and IE by the designated deadline
	3	Develop/refine Division and Area Goals & Objectives	February 2017	VP, Supervisors, Chair	No additional Resources Required	Each area will define and file/electronically save with IE and VP by deadline
	4	Develop draft assessment plans	First two weeks of March 2017	VP, Supervisors, Chair in cooperation with Institutional Effectiveness	No additional Resources Required	Draft assessment plans will be submitted to IE and the VP by the deadline
	5	Revise and Finalize Plans	Last two weeks of March 2017	VP, Supervisors, Chair	No additional Resources Required	Final assessment plans filed with IE and VP
	6	Collect/Analyze for Improvement	Monthly – Annually	VP, Supervisors, Chair	Software for Tracking, Research Analyst to Assist IE	Software purchased and used, research analyst on-board

NEXT STEPS



- August 11, 2017: Flex Day Presentation and Feedback
- September-October 2017: Take to the Board of Trustees